

Mata Kuliah : Bahasa Inggris Teknik (Teori)
Kode Mata Kuliah : KKIG0012
Waktu : Selasa (01.00 – 14.20)
Jumlah SKS : 2 SKS
Nama Dosen : Azwita Azyb
Minggu ke : 11 (Sebelas)
Tanggal : 24-11-2015
Judul Materi : Asking and Giving Instructions

Objectives:

After completing this lesson you will be able to :

- ask for instructions
- give instructions using sequencing, starting out, continuing, and finishing expressions

Language Expressions

How to describe a process



When you have to give a series of instructions to make or produce something there are some common, useful and simple language features you can use to sound fluent and natural. In this unit we use the example of how to cook the perfect omelette to demonstrate this.

The imperative

One common feature when describing a process, such as the instructions for how to make a particular dish, is the use of the **imperative**.

The **imperative** form is made by using the bare infinitive of the verb (the infinitive without 'to'). Here are some examples from the programme. The **imperatives** are **in bold**. Note that in these examples there are no grammatical subjects

- "Use a minimum of four eggs per omelette ..."
- "Heat the oil, not too much heat, just **heat** it ... "
- "Put just one tablespoon of water, not milk, in with the egg ..."
- "Mix the eggs up, just lightly **beat** them with a fork ... "
- "Pour that into the hot pan ... "

It is possible to use subjects when describing a process like this. The subject most commonly used is 'you'. For example:

- **You** use a minimum of four eggs ...
- **You** heat the oil ...
- **You** put one tablespoon of water

Linking words

When giving a series of instructions it's more natural in speech and writing to join the different instructions together with linking words.

There are many different linking words that can be used to describe a sequence of instructions that are part of a process. Two very simple, but commonly used ones are **and** and **then**. Here are some examples from the omelette instructions.

- ... lightly beat the eggs **then** pour them into the pan ...
- ... Turn the heat down **and then** use your fork ...
- ... **And then** just put a knife underneath **and** flip the omelette over ...